

## **HOW TO OBTAIN A GSA FEDERAL SUPPLY SCHEDULE CONTRACT**

Thank you for your interest in doing business with the General Services Administration (GSA). The GSA contracts for many goods and services on behalf of other Federal departments and agencies. GSA buys primarily “common-use” commercial products and services.

The GSA’s Federal Supply Service (FSS) is responsible for managing the GSA Federal Supply Schedule Program. A Federal Supply Schedule is a listing of contracts awarded by FSS. FSS awards contracts to multiple companies supplying comparable services and products. Schedule contracts are awarded to responsible companies that offer commercial services or products, at varying prices, provided that prices are determined fair and reasonable. GSA’s negotiation objective is commonly known as “most favored customer” pricing. Once FSS awards the contracts, buying members order directly from the Schedule contractor.

If you provide products and services, a GSA Federal Supply Schedule contract will help you secure work with other Federal agencies. It is an excellent way to get your foot in the door of a Federal agency. Federal Supply Schedules are the preferred method of procurement for Department of Defense activities and many civilian agencies.

Listed below are the steps that will help you get started in applying for your GSA Federal Supply Schedule **contract**:

- **Identify the Schedule** which covers your product or service. Access <http://gsa.gov/goschedules>. Under **E-tools**, click **Schedules E-Library**, click **Visit Now** to access the search page. (NOTE: If your business line is diverse and falls within several different GSA Schedules, you may wish to pursue the “Consolidated Products and Services Schedule” route, formerly called Corporate Contract. This contract will cover your entire business line, and allow ordering agencies to place a single task order to meet a multitude of requirements in lieu of separate orders for individual requirements.) The solicitation number for the Consolidated Products and Services Schedule is FCO-00-CORP-0000C. Email questions to: [corporate@gsa.gov](mailto:corporate@gsa.gov) or call 800-241-7246.)
- **Obtain a copy of the Federal Supply Schedule solicitation** covering your product or service. (NOTE: Each schedule number has a separate solicitation number.) If you KNOW the solicitation number for the schedule, access [www.fedbizopps.gov](http://www.fedbizopps.gov), click **Vendors**, select agency acronym **GSA**, select FSS **Classification Code** to view all synopses/solicitations, download and print the latest version of the appropriate solicitation, include all related synopses, amendments, modifications, etc. (Direct all FBO related questions/problems to the FBO staff on 877-472-3779 or email: [fbo.support@gsa.gov](mailto:fbo.support@gsa.gov).) If you DO NOT KNOW the solicitation number, access <http://fss.gsa.gov/goschedules>, click **GSA Schedule Solicitations**, click the **Solicitation number** appropriate to your schedule number (links you into FBO document), download and print, include all related documents.
- **Complete all information in the solicitation.** Read the solicitation document thoroughly. *If you have questions, call the point of contact listed in the solicitation.* Obtain a past performance evaluation report on your company; make sure you are financially sound; make sure your price is in the competitive range; submit copies of your commercial price list (we should expect to receive a discount equal to or better than your “most favored customer”); then sign and date your offer.
- **Submit your offer** to the address listed in the solicitation. After your offer (with attachments) has been received in the acquisition center, a contracting officer will evaluate your offer and contact you to begin negotiations.
- Congratulations on your **contract award**. A GSA “number” is simply a contract number. Your contract number, company name, socio-economic designation, and all other pertinent information will be added to the Schedules E-Library so that agencies and the departments of the military will see that you have a contract and are ready to do business with them. The Schedules E-Library is the official and only on-line source for contract award information. Information is updated daily.
- **Market** your product or service **through GSA Advantage**. Once the GSA Schedule contract is awarded, be ready to market your product or service to the Federal Government. GSA Advantage is an electronic on-line shopping and ordering system. GSA Advantage provides on-line access to several thousand contractors and millions of products and services. Federal agencies have the capability to order directly from the desktop PC. All new contractors are required to be on GSA Advantage within six months after contract award. GSA Advantage is an excellent marketing tool. Take advantage of what GSA Advantage can do for you.

FSS has awarded many small business Federal Supply Schedule contracts. In fact, most of our schedule contractors are small. Agencies ordering against small business schedule contractors can count these orders toward their small business procurement goals. This is another reason agencies like to use the Federal Supply Schedules. So, come on, get on board. Apply for your GSA Federal Supply Schedule contract, today.